



State of Wisconsin
Department of Public Instruction

Elizabeth Burmaster, State Superintendent

March 2004

Dear District Administrator:

As a condition for receiving funding from the U.S. Department of Education under the *No Child Left Behind Act of 2001 (NCLB)*, the state must annually report the percentage of Wisconsin teachers who are receiving high quality professional development as it is defined in the law. Beginning in 2004-05, this information will be collected from districts through the *Elementary and Secondary Education Act (ESEA) End of Year Report*.

To meet this requirement for the 2003-04 school year, districts will need to complete and return the enclosed *High Quality Professional Development District Summary Form*. To facilitate the gathering of this data at the district level, we have enclosed two sample forms that you may find helpful: *High Quality Professional Development School Summary Form*, and *High Quality Professional Development Individual Teacher Form*. If you chose to gather the data through the use of the sample forms, the forms may be downloaded and modified as needed. These forms are available electronically at <http://www.dpi.state.wi.us/dpi/esea/doc/hqpdteacher.doc> and <http://www.dpi.state.wi.us/dpi/esea/doc/hqpdschool.doc>.

Please note that teachers are asked to indicate if they have participated in **any** high quality professional development since July 2003. This includes any professional development they may have obtained on their own through courses or workshops. It also includes sustained, job-embedded learning opportunities such as school learning teams and other collaborative activities. While you may maintain records of teacher professional development in your district, it is likely that the actual percentages participating in one or more of the qualifying activities is higher than what your records might indicate. For this reason, we encourage you to consider gathering this data at the individual teacher level rather than relying on existing district records.

The only form that needs to be returned is the **district** summary form. The other documents are only for your internal use if you find them helpful. Please return the *High Quality Professional Development District Summary Form* to DPI by May 1, 2004. This form may also be found in Microsoft Word fill-enabled format at http://www.dpi.state.wi.us/dpi/esea/9550/pi_9550-iib-a.doc

If you have any questions regarding this reporting requirement, please contact Abdallah Bendada, Education Consultant, Content and Learning, at abdallah.bendada@dpi.state.wi.us or at 608-267-9270.

Sincerely,

Michael J. Thompson
Federal Policy Advisor
Office of the State Superintendent

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Enclosures (3)